

**Department of Intellectual and Developmental Disabilities
Training Requirements for Provider Staff Categories**

Additional Requirement	Course Essential Learning Training (ELT) College of Direct Support (CDS)	Phase I 30 Days of DOH	Phase II 60 Days of DOH	Phase III 90 Days of DOH	Phase IV 120 Days of DOH	Modality	Acceptable Documentation
6.3.a. Family Support Program Family Support Directors and Family Support Coordinators							
	[ELT] TNDIDD Protection from Harm including Incident Management Forms AND Abuse and Neglect for Individuals with I/DD; (formerly:Identifying and Preventing Dependent Adult Abuse) [CDS] Maltreatment of Vulnerable Adults and Children; Protection from Harm Training; Incident Management Forms	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] TNDIDD Standard Precautions; (formerly Blood-borne Pathogens) [CDS] Universal Precautions	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] Confidentiality and Health Information Portability and Accountability Act (HIPAA) [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] TNDIDD Title VI Course [CDS] Title VI	X				Classroom Web-based	Certificate Transcript
	[ELT] Assisting People with Intellectual and Developmental Disabilities in Choice Making; (formerly Making Choices Supporting individuals) [CDS] Individual Rights and Choice		X			Classroom Web-based	Certificate Transcript

**Department of Intellectual and Developmental Disabilities
Training Requirements for Provider Staff Categories**

Additional Requirement	Course Essential Learning Training (ELT) College of Direct Support (CDS)	Phase I 30 Days of DOH	Phase II 60 Days of DOH	Phase III 90 Days of DOH	Phase IV 120 Days of DOH	Modality	Acceptable Documentation
6.3.b. Waiver Service Providers							
6.3.b.1. Direct Support Professionals (DSP) and DSP supervisors. Direct support staff provides direct, hands-on services and supports to people supported by the agency.							
	[ELT] TNDIDD Protection from Harm including Incident Management Forms AND Abuse and Neglect for Individuals with I/DD; (formerly:Identifying and Preventing Dependent Adult Abuse) [CDS] Maltreatment of Vulnerable Adults and Children; Protection from Harm Training; Incident Management Forms	X				Classroom Web-based	Certificate Transcript
	[ELT] Environmental Safety for Individuals with IDD AND Risk Management for individuals with DD AND Physical Safety in the Workplace [CDS] Safety at Home and in the Community	X				Classroom Web-based	Certificate Transcript
Recertification as required by certifying agency	CPR with Abdominal Thrust (Heimlich Maneuver)	X				Classroom	Certificate
	[ELT] Fire Safety [CDS] Fire Safety	X				Web-based On-the-Job	Transcript
Recertification as required by certifying agency	First Aid	X				Classroom	Certificate or license (CAN, EMT, CNT, LPN, RN)
	Information and Training Specific to the Person	X				On-the-Job	DIDD Personal Training Profile or Agency format

**Department of Intellectual and Developmental Disabilities
Training Requirements for Provider Staff Categories**

Additional Requirement	Course Essential Learning Training (ELT) College of Direct Support (CDS)	Phase I 30 Days of DOH	Phase II 60 Days of DOH	Phase III 90 Days of DOH	Phase IV 120 Days of DOH	Modality	Acceptable Documentation
	[ELT] People with Disabilities Building Relationships & Community Memberships [CDS] Introduction to Developmental Disabilities	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] TNDIDD Standard Precautions; (formerly Blood-borne Pathogens) [CDS] Universal Precautions	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] Confidentiality and Health Information Portability and Accountability Act (HIPAA) [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] TNDIDD Title VI Course [CDS] Title VI	X				Classroom Web-based	Certificate Transcript
	[ELT]Assisting People with Intellectual and Developmental Disabilities in Choice Making (formerly Making Choices Supporting individuals) [CDS] Individual Rights and Choice		X			Classroom Web-based	Certificate Transcript
	[ELT] Principles and Practices of Effective Direct Supports (The Role of the Direct Support Professional) [CDS] Direct Support Professionalism		X			Classroom Web-based	Certificate Transcript

**Department of Intellectual and Developmental Disabilities
Training Requirements for Provider Staff Categories**

Additional Requirement	Course Essential Learning Training (ELT) College of Direct Support (CDS)	Phase I 30 Days of DOH	Phase II 60 Days of DOH	Phase III 90 Days of DOH	Phase IV 120 Days of DOH	Modality	Acceptable Documentation
	[ELT] Person Centered Planning for Individuals with Developmental Disabilities AND Supporting Quality of Life for a Person with Developmental Disabilities. (formerly: Supporting Quality of Life for Persons with DD Part 1: Birth to Adolescence or Part 2: Adults & Seniors) [CDS] Person Centered Planning and Supports		X			Classroom Web-based	Certificate Transcript
	[ELT] Systematic Instruction Strategies (formerly Strategies for Teaching Individuals with DD, Part 1&2) [CDS] Teaching People with Disabilities		X			Classroom Web-based	Certificate Transcript
	[ELT] Overview of the Principles of Positive Behavior Support for Direct Support Professionals [CDS] Positive Behavior Support		X			Classroom Web-based	Certificate Transcript
Prior to administering medications. Must Recertify every two (2) years	Medication Administration for Unlicensed Personnel					Classroom	Certificate

6.3.b.2. Program Support Staff

Staff who do not provide direct, hands-on services and assist with care coordination.

**Department of Intellectual and Developmental Disabilities
Training Requirements for Provider Staff Categories**

Additional Requirement	Course Essential Learning Training (ELT) College of Direct Support (CDS)	Phase I 30 Days of DOH	Phase II 60 Days of DOH	Phase III 90 Days of DOH	Phase IV 120 Days of DOH	Modality	Acceptable Documentation
	[ELT] TNDIDD Protection from Harm including Incident Management Forms AND Abuse and Neglect for Individuals with I/DD; (formerly: Identifying and Preventing Dependent Adult Abuse) [CDS] Maltreatment of Vulnerable Adults and Children; Protection from Harm Training; Incident Management Forms	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] TNDIDD Standard Precautions; (formerly Blood-borne Pathogens) [CDS] Universal Precautions	X				Classroom Web-based	Certificate Transcript
	[ELT] People with Disabilities Building Relationships & Community Memberships [CDS] Introduction to Developmental Disabilities	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] Confidentiality and Health Information Portability and Accountability Act (HIPAA) [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] TNDIDD Title VI Course [CDS] Title VI	X				Classroom Web-based	Certificate Transcript
	[ELT] Person Centered Planning for Individuals with Developmental Disabilities AND Supporting Quality of Life for a Person with Developmental Disabilities. (formerly: Supporting Quality of Life for Persons with DD Part 1: Birth to Adolescence or Part 2: Adults & Seniors) [CDS] Person Centered Planning and Supports		X			Classroom Web-based	Certificate Transcript

**Department of Intellectual and Developmental Disabilities
Training Requirements for Provider Staff Categories**

Additional Requirement	Course Essential Learning Training (ELT) College of Direct Support (CDS)	Phase I 30 Days of DOH	Phase II 60 Days of DOH	Phase III 90 Days of DOH	Phase IV 120 Days of DOH	Modality	Acceptable Documentation
Incident Management Coordinator only	TNDIDD Protection from Harm - Advanced for Incident Managers		X			Classroom Web-based	Certificate Transcript
	[ELT] Overview of the Principles of Positive Behavior Support for Direct Support Professionals [CDS] Positive Behavior Support		X			Classroom Web-based	Certificate Transcript
6.3.b.3. Day and Residential Management Staff Staff who do not provide direct hands-on services but whose responsibilities include management of all aspects of a business entity providing day, behavior respite, residential, respite and/or personal assistance services.							
	[ELT] TNDIDD Protection from Harm including Incident Management Forms AND Abuse and Neglect for Individuals with I/DD; (formerly: Identifying and Preventing Dependent Adult Abuse) [CDS] Maltreatment of Vulnerable Adults and Children; Protection from Harm Training; Incident Management Forms	X				Classroom Web-based	Certificate Transcript
	[ELT] Fire Safety [CDS] Fire Safety	X				Web-based On-the-Job	Transcript
Annual Refresher Required	[ELT] TNDIDD Standard Precautions; (formerly Blood-borne Pathogens) [CDS] Universal Precautions	X				Classroom Web-based	Certificate Transcript
	[ELT] People with Disabilities Building Relationships & Community Memberships [CDS] Introduction to Developmental Disabilities	X				Classroom Web-based	Certificate Transcript

**Department of Intellectual and Developmental Disabilities
Training Requirements for Provider Staff Categories**

Additional Requirement	Course Essential Learning Training (ELT) College of Direct Support (CDS)	Phase I 30 Days of DOH	Phase II 60 Days of DOH	Phase III 90 Days of DOH	Phase IV 120 Days of DOH	Modality	Acceptable Documentation
Annual Refresher Required	[ELT] Confidentiality and Health Information Portability and Accountability Act (HIPAA) [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] TNDIDD Title VI Course [CDS] Title VI	X				Classroom Web-based	Certificate Transcript
New Providers	New Provider Orientation --The chief executive officer/executive director or Board Chairperson to attend within ninety (90) calendar days of assuming office, being appointed or beginning contracted services with DIDD.			X		Classroom or Web-based	Certificate

**Department of Intellectual and Developmental Disabilities
Training Requirements for Provider Staff Categories**

Additional Requirement	Course Essential Learning Training (ELT) College of Direct Support (CDS)	Phase I 30 Days of DOH	Phase II 60 Days of DOH	Phase III 90 Days of DOH	Phase IV 120 Days of DOH	Modality	Acceptable Documentation
6.3.b.4. Administrative and Operational Support Staff Staff who do not provide direct, hands-on services but whose responsibilities include core business functions.							
	[ELT] TNDIDD Protection from Harm including Incident Management Forms AND Abuse and Neglect for Individuals with I/DD; (formerly: Identifying and Preventing Dependent Adult Abuse) [CDS] Maltreatment of Vulnerable Adults and Children; Protection from Harm Training; Incident Management Forms	X				Classroom Web-based	Certificate Transcript
	[ELT] Fire Safety [CDS] Fire Safety	X				Web-based On-the-Job	Transcript
Annual Refresher Required	[ELT] TNDIDD Standard Precautions; (formerly Blood-borne Pathogens) [CDS] Universal Precautions	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] Confidentiality and Health Information Portability and Accountability Act (HIPAA) [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] TNDIDD Title VI Course [CDS] Title VI	X				Classroom Web-based	Certificate Transcript

**Department of Intellectual and Developmental Disabilities
Training Requirements for Provider Staff Categories**

Additional Requirement	Course Essential Learning Training (ELT) College of Direct Support (CDS)	Phase I 30 Days of DOH	Phase II 60 Days of DOH	Phase III 90 Days of DOH	Phase IV 120 Days of DOH	Modality	Acceptable Documentation
6.3.b.5. Clinical Services Staff Physical and Occupational Therapists, Speech and Language Pathologists, Physical and Occupational Therapy Assistants, Dietitians, Orientation and Mobility Specialists, Behavior Analysts or Specialists, Registered Nurses (RNs), and Licensed Practical Nurses (LPNs).							
	[ELT] TNDIDD Protection from Harm including Incident Management Forms AND Abuse and Neglect for Individuals with I/DD; (formerly: Identifying and Preventing Dependent Adult Abuse) [CDS] Maltreatment of Vulnerable Adults and Children; Protection from Harm Training; Incident Management Forms	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] TNDIDD Standard Precautions; (formerly Blood-borne Pathogens) [CDS] Universal Precautions	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] Confidentiality and Health Information Portability and Accountability Act (HIPAA) [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] TNDIDD Title VI Course [CDS] Title VI	X				Classroom Web-based	Certificate Transcript
Required for Director and Managerial Staff	Regional Office New Provider Orientation			X		Classroom Regional Office	Certificate

**Department of Intellectual and Developmental Disabilities
Training Requirements for Provider Staff Categories**

Additional Requirement	Course Essential Learning Training (ELT) College of Direct Support (CDS)	Phase I 30 Days of DOH	Phase II 60 Days of DOH	Phase III 90 Days of DOH	Phase IV 120 Days of DOH	Modality	Acceptable Documentation
Required for Behavior Services and Therapeutic Services Providers	Regional Clinical Services Orientation				X	Classroom Regional Office	Certificate or sign in sheet
6.3.b.6. Subcontractors All subcontracted staff must complete training based on their job responsibilities, regardless of position title.							
Annual Refresher Required	[ELT] TNDIDD Standard Precautions; (formerly Blood-borne Pathogens) [CDS] Universal Precautions	X				Classroom Web-based	Certificate Transcript
	Information and Training Specific to the Person	X				On-the-Job	DIDD Personal Training Profile or Agency format
Annual Refresher Required	[ELT] Confidentiality and Health Information Portability and Accountability Act (HIPAA) [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] TNDIDD Title VI Course [CDS] Title VI	X				Classroom Web-based	Certificate Transcript
6.3.b.7. Providers of Self-Directed Services (Day - non-facility based; Individual Transportation; Personal Assistance; Respite -single person agency) All provider staff must complete training based on their job responsibilities, regardless of position title, in addition to the courses listed below.							

**Department of Intellectual and Developmental Disabilities
Training Requirements for Provider Staff Categories**

Additional Requirement	Course Essential Learning Training (ELT) College of Direct Support (CDS)	Phase I 30 Days of DOH	Phase II 60 Days of DOH	Phase III 90 Days of DOH	Phase IV 120 Days of DOH	Modality	Acceptable Documentation
	[ELT] TNDIDD Protection from Harm including Incident Management Forms AND Abuse and Neglect for Individuals with I/DD; (formerly:Identifying and Preventing Dependent Adult Abuse) [CDS] Maltreatment of Vulnerable Adults and Children; Protection from Harm Training; Incident Management Forms	X				Classroom Web-based	Certificate Transcript
Recertification as required by certifying agency	CPR with Abdominal Thrust (Heimlich Maneuver)	X				Classroom	Certificate
Recertification as required by certifying agency	First Aid	X				Classroom	Certificate or license (CAN, EMT, CNT, LPN, RN)
	Information and Training Specific to the Person	X				On-the-Job	DIDD Personal Training Profile or Agency format
Annual Refresher Required	[ELT] TNDIDD Standard Precautions; (formerly Blood-borne Pathogens) [CDS] Universal Precautions	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] Confidentiality and Health Information Portability and Accountability Act (HIPAA) [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] TNDIDD Title VI Course [CDS] Title VI	X				Classroom Web-based	Certificate Transcript

**Department of Intellectual and Developmental Disabilities
Training Requirements for Provider Staff Categories**

Additional Requirement	Course Essential Learning Training (ELT) College of Direct Support (CDS)	Phase I 30 Days of DOH	Phase II 60 Days of DOH	Phase III 90 Days of DOH	Phase IV 120 Days of DOH	Modality	Acceptable Documentation
	<p>[ELT] Environmental Safety for Individuals with Developmental Disabilities AND Risk Management for Individuals with IDD AND Physical Safety in the Workplace.</p> <p>[CDS] Safety in the Home and the Community</p>		X			Classroom Web-based	Certificate Transcript

**Department of Intellectual and Developmental Disabilities
Training Requirements for Provider Staff Categories**

Additional Requirement	Course Essential Learning Training (ELT) College of Direct Support (CDS)	Phase I 30 Days of DOH	Phase II 60 Days of DOH	Phase III 90 Days of DOH	Phase IV 120 Days of DOH	Modality	Acceptable Documentation
6.3.b.8. Agency Trainers for Continuation of Staff Instructions Providers must work with clinicians to designate, at a minimum, one trainer to carry out ongoing staff training on individual specific instructions.							
When needed	Designated Trainer on Specific Staff Instructions					On-the-Job	Sign-in Sheet
6.3.c. Independent Support Coordinators (ISC) and ISC Managerial Staff Staff and managers who provide support coordination services.							
	[ELT] TNDIDD Protection from Harm including Incident Management Forms AND Abuse and Neglect for Individuals with I/DD; (formerly:Identifying and Preventing Dependent Adult Abuse) [CDS] Maltreatment of Vulnerable Adults and Children; Protection from Harm Training; Incident Management Forms	X				Classroom Web-based	Transcript ISC Training Checklist
	[ELT] People with Disabilities Building Relationships & Community Memberships [CDS] Introduction to Developmental Disabilities	X				Classroom Web-based	Transcript ISC Training Checklist
Annual Refresher Required	[ELT] TNDIDD Standard Precautions; (formerly Blood-borne Pathogens) [CDS] Universal Precautions	X				Classroom Web-based	Transcript ISC Training Checklist
Annual Refresher Required	[ELT] Confidentiality and Health Information Portability and Accountability Act (HIPAA) [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Transcript ISC Training Checklist
Annual Refresher Required	[ELT] TNDIDD Title VI Course [CDS] Title VI	X				Classroom Web-based	Transcript ISC Training Checklist

**Department of Intellectual and Developmental Disabilities
Training Requirements for Provider Staff Categories**

Additional Requirement	Course Essential Learning Training (ELT) College of Direct Support (CDS)	Phase I 30 Days of DOH	Phase II 60 Days of DOH	Phase III 90 Days of DOH	Phase IV 120 Days of DOH	Modality	Acceptable Documentation
ISC New Providers	New Provider Orientation --The chief executive officer/executive director or Board Chairperson to attend within ninety (90) calendar days of assuming office, being appointed or beginning contracted services with DIDD.			X		Classroom or Web-based	Certificate
Pre-requisite for next course	Person-Centered Thinking [2 day course]				X	Classroom	Transcript ISC Training Checklist
	Person-Centered ISP Training (includes Outcomes & Action Steps component)				X	Classroom	Transcript ISC Training Checklist
	Appeals Process				X	Classroom Webinar	Transcript ISC Training Checklist
	Information and Training Specific to the Person	X				Classroom on-the-job	Agency Format
	[ELT] TNDIDD Assessments				X	Web-based	Transcript ISC Training Checklist
	[ELT] TNDIDD- TennCare Waiver				X	Web-based	Transcript ISC Training Checklist
	Mentoring & guidance with opportunities to practice support coordination duties in a manner that promotes development & mastery of essential job skills				X	Performed by each ISC Provider- on the job	Transcript ISC Training Checklist

**Department of Intellectual and Developmental Disabilities
Training Requirements for Provider Staff Categories**

Additional Requirement	Course Essential Learning Training (ELT) College of Direct Support (CDS)	Phase I 30 Days of DOH	Phase II 60 Days of DOH	Phase III 90 Days of DOH	Phase IV 120 Days of DOH	Modality	Acceptable Documentation
6.3.d. Developmental Center Staff Employed by Providers in the Community Direct support professionals who are employed or were previously employed by a State developmental center.							
	[ELT] People with Disabilities Building Relationships & Community Memberships [CDS] Introduction to Developmental Disabilities	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] TNDIDD Standard Precautions; (formerly Blood-borne Pathogens) [CDS] Universal Precautions	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] Confidentiality and Health Information Portability and Accountability Act (HIPAA) [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] TNDIDD Title VI Course [CDS] Title VI	X				Classroom Web-based	Certificate Transcript
6.3.e. Rehired Staff All staff who have been employed out of the field of intellectual disabilities for a year or more (six months or more for Medication Administration providers), must complete training based on their job responsibilities.							
6.3.f-h Volunteers, Students and Interns, and Natural Supports --- Refer to the Provider Manual for specifics regarding required training							
Job Coaches All staff delivering employment supports as part of supported employment services, regardless of job title.							
	[ELT] TNDIDD Job Coach Training	X				Classroom Web-based	Certificate Transcript
	[ELT] TNDIDD Supports for Success	X				Classroom Web-based	Certificate Transcript

**Department of Intellectual and Developmental Disabilities
Training Requirements for Provider Staff Categories**

Additional Requirement	Course Essential Learning Training (ELT) College of Direct Support (CDS)	Phase I 30 Days of DOH	Phase II 60 Days of DOH	Phase III 90 Days of DOH	Phase IV 120 Days of DOH	Modality	Acceptable Documentation
	[ELT] Creating Community Careers Part 1: Introduction to Customized Employment			X		Classroom Web-based	Certificate Transcript
	[ELT] Creating Community Careers Part 2: Discovering Personal Genius			X		Classroom Web-based	Certificate Transcript
	[ELT] Creating Community Careers Part 5: Systematic Instruction			X		Classroom Web-based	Certificate Transcript
	[ELT] Effective Communication in the Workplace			X		Classroom Web-based	Certificate Transcript
	[ELT] Evidence-Based Practices in Supported Employment Part 1: Principles and Practices for Job Finding			X		Classroom Web-based	Certificate Transcript
	[ELT] Evidence-Based Practices in Supported Employment Part 2: Supporting Employed Consumers			X		Classroom Web-based	Certificate Transcript